



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PROGRAM COORDINATOR - OCCUPATIONAL SAFETY AND HEALTH ENFORCEMENT (OSHES)	38	B	11.511

Under administrative direction, the Program Coordinator - OSHES is assigned to provide technical and administrative support to the Chief Administrative Officer (CAO) in the management, administration and operation of the Occupational Safety and Health Enforcement Section (OSHES); coordinate program development and special statewide projects; evaluate District Offices' performance; and act on behalf of the CAO as requested.

Ensure that the State's Occupational Health and Safety Enforcement program remains in compliance with the State's agreement with federal OSHA; draft regulations and policy in collaboration with the regulated community and the public, other OSHES staff, and the legislature, to expand the State's program beyond federal requirements; participate in regulatory hearings; review changes in federal OSHA policy and procedures, and adopt or tailor to the State's program as appropriate; formulate enforcement policies and procedures to ensure uniform enforcement of new regulations; testify at legislative committee hearings on proposed statutory changes pertaining to occupational safety and health.

Audit District Offices' performance to ensure uniform implementation of established policies and procedures; review performance indicators to ensure compliance with federal program evaluation criteria; assist federal monitors in their evaluation of the State's program; develop action plans in response to recommendations from federal monitors.

Serve as a technical resource to Occupational Safety and Health Enforcement Section personnel, officials of State agencies and political subdivisions, employers, trade and industrial organizations, safety and health consultants, architects, engineers and the general public; respond to inquiries on the State's occupational safety and health program and standards; research interpretation of standards and policies; coordinate OSHES activities with other State agencies.

Coordinate the District Offices' investigation of complaints of discrimination based on safety-related activities protected by law; may conduct discrimination investigations of particularly difficult or sensitive cases; review alleged discrimination complaints to determine whether investigation is warranted; refer to District Offices for investigation; review completed investigation files to ensure that documentation is complete and adequate for legal defense; determine whether to recommend legal action by the State; officially communicate the results of the State's investigation to complainants.

Coordinate and monitor statewide programs and special projects, such as the pre-construction conference program and the Asbestos Control Program, including overseeing license revocation proceedings.

Supervise technical and/or support staff.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in Occupational Safety and Health or Industrial Hygiene and two years of experience as a Safety Manager or the equivalent; **OR** two years of journey level experience in safety and/or health enforcement duties in Nevada State service; **OR** four years experience as a Safety Manager. In all cases, the qualifying experience must have included advising management on workplace safety and health issues, interpreting related regulations, and writing policies and procedures or other technical documentation.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: federal Occupational Safety and Health Act, regulations, standards, and directives as related to state enforcement activities; abatement strategies to correct violations of occupational safety and health standards in a wide range of disciplines; principles of personnel supervision. **Ability to:** comprehend technical data from a variety of disciplines affecting workplace safety; provide technical assistance to enforcement staff, the regulated industry, and the public on a variety of workplace safety and health issues; apply, research, and interpret regulations, laws, and industry consensus codes and standards pertaining to occupational safety and health; maintain updated knowledge of changing standards, codes, rules and regulations; draft clear and concise technical correspondence and reports, including policies and regulations; make effective oral presentations of technical material.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: the Nevada Occupational Safety and Health Act, regulations, and directives; legal requirements pertaining to discrimination investigations under OSHA. **Ability to:** supervise subordinate personnel; represent the section to the public and to legislative committees; act on behalf of the CAO; evaluate program effectiveness and compliance through review of performance indicators.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>11.511</u>
	1/1/75
REVISED:	11/21/80-3
REVISED:	9/27/84PC
REVISED:	10/25/85
REVISED:	1/30/87-3
REVISED:	4/19/94R
	7/13/94UC
REVISED:	7/1/97P
	9/19/96PC